Text

Description automatically generated with medium confidence

BSU Curriculum FormsCourse Drop Form

(Last updated 11.15.22)

Use this form to:  
**Drop a course from BSU’s curriculum file**

***Note: All curriculum proposals also require a Proposal Summary and a Signature form***

|  |  |  |
| --- | --- | --- |
| **Course Subject & Number** | **Course Title** | **Credits** |
|  |  | 1 credit  3 credits  5 credits  2 credits  4 credits  Other ( ) |

|  |  |
| --- | --- |
| **If applicable, Core Curriculum Goal Area(s) that this course is part of.** | Core Goal 1 Communication  Core Goal 3 Natural Science  Core Goal 4 Mathematical/Logical Reasoning  Core Goal 5 History & the Social & Behavioral Sciences  Core Goal 6 Humanities and the Arts  Core Goal 7 Human Diversity  Core Goal 8 Global Perspective  Core Goal 9 Ethical and Civic Responsibility  Core Goal 10 People and the Environment  Core Goal 11 Performance and Participation |
| **This form is used ONLY to drop a course from the university curriculum file.** (To drop a course from a program, use the Program Modification form.) | I confirm I would like to permanently drop this course from the   University curriculum file. |
| **What new or current course(s) will replace this dropped course for students remaining in the old curriculum/old catalog:** |  |
| **What is the reason(s) for dropping this course from the university curriculum file?** |  |
| **Is this dropped course is a requirement or an elective in any BSU program?**  To locate if this course is in a program run the [Course Usage Power BI Report](http://selfservreports/pbirsreports/powerbi/BSU/BSU%20Course%20Usage)   (to run it you must log in with your [starID@bemidjistate.edu](mailto:starID@bemidjistate.edu) and password) | No, I have checked the catalog and this course is not a   requirement or elective in any BSU program  Yes, I have checked, and this course is in the following program(s).   1. .   Yes, I have checked, and this course is in the following Core Curriculum goal area(s).   1. . |
| **If yes, to previous question** | Yes, the department chair(s) have been notified of this course   drop from their program(s)  Notification was done by email. Their response is   copy/pasted below.  Notification was done by email. No response has been   received. My notification is copy/pasted below.  Notification done by phone on the following date.  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Indicate who you sent notifications to: |

**Copy/Paste any notifications sent and responses received below.**